

## PACT Act FILE UPLOAD LAYOUT

Detailed instructions regarding filing requirements can be found at [tn.gov/revenue](http://tn.gov/revenue)

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Col.	Field Name	Field Length	Field Format	Upload Requirements R=Required; C=Conditional; O=Optional	Description of Field Contents
A	Account Number	10		R	
B	Reporting Period	10	MM/DD/YYYY	R	Use last day of reporting period
C	Invoice Number	max20		R = Required	
D	Date of Shipment	10	MM/DD/YYYY	R = Required	Must be month of filing period
E	Shipped to Type	1			M=Manufacturer, W=Wholesaler, D-Distributor, R=Retailer, C=Consumer
F	Shipped to Name	max70		R = Required	
G	Shipped to Address 1	max40		R = Required	
H	Shipped to Address 2	max40		R = Required	
I	Shipped to City	max20		R = Required	
J	Shipped to State	2		R = Required	
K	Shipped to Zip	min5, max10	#####	R = Required	
L	Shipped to Phone #	max13	(###)###-####		
M	Delivery Sale	1	Y or N	R = Required	
N	Delivery Service Company Name	max70		C = Conditional	If Delivery Sale = Y
O	Delivery Service Address 1	max40		C = Conditional	If Delivery Sale = Y
P	Delivery Service Address 2	max40		C = Conditional	If Delivery Sale = Y
Q	Delivery Service City	max20		C = Conditional	If Delivery Sale = Y
R	Delivery Service State	2		C = Conditional	If Delivery Sale = Y
S	Delivery Service Zip	min5, max10	#####	C = Conditional	If Delivery Sale = Y
T	Delivery Service Phone #	max13	(###)###-####		If Delivery Sale = Y
U	Tobacco Type	1	C, R, or S	R = Required	C=Cigarettes; R=RYO; S=Smokeless
V	Brand ID	max 9		R = Required	See brand lists for eligible IDs; -1=other
W	Other Brand Name	max 30		C = Conditional	If Brand ID = -1

Col.	Field Name	Field Length	Field Format	Upload Requirements R=Required; C=Conditional; O=Optional	Description of Field Contents
X	Cigarettes (Sticks)	max 15	#####	C = Conditional	
Y	RYO (Ounces)	max 12 (including decimal)	#####.##	C = Conditional	
Z	Smokeless (Ounces)	max 12 (including decimal)	#####.##	C = Conditional	
AA	Extended Sale Price	max 12 (including	#####.##		
AB	TN Tax Paid	1	Y or N	R = Required	Either TN stamped or tax paid to TN
AQ					
AR	<b>*Please note: File must be saved and submitted as a CSV file format.</b>				
AS	1. No Commas can be included in the data. Please remove commas from the names and addresses before converting to CSV format.				
AU	2. Date fields must include either a slash or dash as separators. MM/DD/YYYY or MM-DD-YYYY				
AV	3. if entering a negative number place a negative symbol '-' at the beginning of the number. Example: -123				